

# STATE OF MARYLAND

EXECUTIVE DEPARTMENT

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## GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM

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## 2014 AMERICORPS GRANT FUNDING CALL FOR PEER REVIEWERS *Deadline to Apply: March 28, 2014*

### **Purpose**

AmeriCorps is a network of national service programs that engage more than 75,000 Americans each year in intensive full-time and part-time service commitments in exchange for a modest living stipend and an educational benefit. AmeriCorps members serve through more than 2,100 nonprofits, public agencies, and faith-based organizations. They tutor and mentor youth, build affordable housing, teach computer skills, clean parks and streams, run after-school programs, and help communities respond to disasters. AmeriCorps funds are awarded to local, state, and national organizations through annual competitive and formula grant-making processes.

The Governor's Office on Service and Volunteerism (GOSV) seeks applicants to serve on a review panel to assess grant applications for the 2014 – 2015 AmeriCorps program funds. The panel will review applications submitted in response to a *Notice of Funds Available* from the federal Corporation for National and Community Service. The funds awarded as a result of this grant application process will support AmeriCorps programs and member service across Maryland.

The GOSV is committed to ensuring a standardized, fair, and open process for awarding grants. A combination of internal and external grant reviewers will evaluate the extent to which submitted proposals meet published criteria. Peer review ratings will be used by the Governor's Commission on Service and Volunteerism to complete the Maryland grant selection process in June 2014.

### **Benefits for the Reviewer**

Participating in an AmeriCorps grant review is an excellent professional development opportunity and chance to provide a vital volunteer service. Reviewers will have an opportunity to learn about Maryland's existing AmeriCorps program network and help the Governor's Office on Service and Volunteerism determine how best to maximize this valuable resource for all of Maryland's communities. They will sharpen their own grant-writing skills, work with the dedicated GOSV staff to learn the AmeriCorps grant and program requirements, and work with a review team to score individual applications.

### **Qualifications**

The GOSV seeks a diverse group of reviewers who can thoroughly and quickly assess the quality of grant applications, and who possess expertise in programming that addresses critical individual and community needs in the areas of education, healthy futures,

economic opportunities, environmental stewardship, veterans and military families, and disaster services. Reviewers must be able to complete all of the requirements listed below. They must be able to read a large volume of material in a defined period of time, provide in-depth individual analysis, and participate in small group discussions.

Reviewers are practitioners, educators, administrators/managers, evaluators, etc. Some of the places reviewers work or volunteer are: community or faith-based nonprofits, community or national foundations, government agencies, schools, and colleges and universities. Anyone submitting a 2014 AmeriCorps grant to the GOSV is ineligible to serve as a peer reviewer. Reviewers will be asked to disclose any potential conflicts of interest with grant applicants prior to the review.

### **Mandatory Participation Commitments**

Peer reviewers must attend an orientation at the GOSV, review all grant application instructions, read and score up to four grant applications, and attend a consensus review meeting. The dates and times are detailed below. On average, it will take one hour to review the application instructions and 90 minutes to review each application.

ACTIVITY	DATE	TIME	LOCATION
Peer Reviewer Orientation and Receive Applications to Review	Friday, April 25, 2014	10:00 am – 12:00 noon	TBD
Application Review	No later than May 16, 2014	Determined by reviewer	Determined by reviewer
Application Scoring	No later than May 16, 2014	Determined by reviewer	Determined by reviewer
Peer Review Consensus Meeting	Friday, May 16, 2014	10:00 am – 2:00 pm; lunch will be provided	TBD

### **To Apply**

To apply to be a Maryland AmeriCorps Grant Peer Reviewer, please send a current resume along with the information requested below to [julie.mendez@maryland.gov](mailto:julie.mendez@maryland.gov) no later than **Friday, March 28 at 5:00 pm**. Copy and paste the information requested (#1 – 5) below in the body of an email; the subject line of the email should read: Peer Reviewer Application. Applicants will be notified of their selection no later than April 8; selected reviewers must attend the Peer Review Orientation on Friday, April 25, and the Reviewer Consensus Meeting on Friday, May 16, 2013.

#### **1. CONTACT INFORMATION**

Name:

Position:

Organization:  
Office Mailing Address:  
Office Phone:  
Email:

## 2. ISSUE AREA

Please indicate the issue area(s) that best fits your background, interests, and expertise:  
Education, Environment, Human Needs, Disaster Services, Veterans

(Please note that every effort will be made to assign grant applications to peer reviewers with relevant experience and knowledge. However, peer reviewers may be assigned grant applications from issue areas other than those selected.)

## 3. QUALIFICATIONS

Please describe the qualifications and/or affiliations you possess that are relevant to the issue area(s) you selected above (limit your response to 150 words).

## 4. REFERENCES

Please list the names, positions, organizations, phone numbers, and email addresses for three professional references to support your application to serve as a peer reviewer.

## 5. NATIONAL SERVICE EXPERIENCE

Please describe your background and/or experiences with national service projects or participants, including AmeriCorps, VISTA, Senior Corps, and Learn and Serve America (limit your response to 150 words).

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*To learn more about the Governor's Office on Service and Volunteerism, visit [GOSV.maryland.gov](http://GOSV.maryland.gov); and log on to [www.nationalservice.gov](http://www.nationalservice.gov) for additional information about AmeriCorps and the Corporation for National and Community Service.*